United Nations ST/IC/2000/47

Secretariat

10 July 2000

Information circular*

To: Members of the staff

From: The Under-Secretary-General for Management

Subject: **Joint Appeals Board****

1. The purpose of the present circular is to inform the staff that the Secretary-General has approved the following revision of the membership of the Joint Appeals Board at Headquarters as contained in information circulars ST/IC/1995/78 and ST/IC/1995/78/Add.1. The Board advises the Secretary-General on appeals cases.

2. *Chairpersons*. The following Chairpersons have been appointed by the Secretary-General from a list presented by the joint staff/management machinery in accordance with staff rule 111.1 (b):

Mr. Anton Bronner	Mr. Paul Kazarov
Ms. Alida Ferrena-Mahmud	Ms. Diana Russler
Mr. Michel Gainet	Ms. Stephani Scheer
Mr. Mark Gilpin	Mr. Stephen Sekel
Mr. Sergei Kambalov	Ms. Elissavet Stamatopoulou-Robbins
Ms. Angela Kane	Ms. Monika Torrey

3. Owing to the limited number of chairpersons, the Secretary-General has decided to extend the membership of the following Chairpersons who had been appointed previously in accordance with staff rule 111.1 (b):

Ms. Lyutha Al-Mughairy	Ms. Talat Jafri
Mr. Lutz Baehr	Mr. Dennis Koon
Ms. Barbara Blenman	Ms. Susan Markham
Ms. Nora Godwin	Ms. Maxine Olson

* The present circular will be in effect until further notice.

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00-52496 (E) 140700

4. *Members appointed by the Secretary-General*

Ms. Vladislava Bartosch
Mr. Nikolai Baskakov
Mr. Thomas Bieler
Ms. Suzanne Bishopric
Ms. Rima Bordcosh
Ms. Nancy Cain
Mr. Michael Cassandra
Ms. Tsu-wei Chang
Mr. Behroze Clubwala
Ms. Cecile Cuffley
Mr. David Deferrari
Mr. Dmitri Dovgopoly
Ms. Nina Egmont
Mr. Christopher Fathers
Mr. Carlo Geneletti
Ms. Shari Klugman
Ms. Ching-man Mak
Ms. Hanifa Mezoui
Ms. Odette Murat
Ms. Oseloka Obaze
Ms. Rebeca Rios-Kohn
Ms. Junko Sato
Ms. Cheryl Stoute
Ms. Anna Theofilopoulou
Ms. Ellen Tolmie
Ms. Laura Vaccari
Ms. Mari Yamashita
Mr. Sergei Zelenev
Mr. Michael Zilberg

5. *Members elected by the staff*[*]

Mr. Abdallah R. Abdallah
Ms. Jacqueline Aidenbaum
Mr. Bachir Al-Okla
Mr. Alistair Brunning
Mr. Edgar E. Casals
Mr. Andrew DeRhen
Mr. Emad Hassanin
Mr. Ashraf A. Kamal
Ms. Jayanthi Krishnan
Mr. Malcolm Latimer
Mr. Alvin B. Mitchell
Ms. Mampela Mpela
Ms. Marina Quiroz
Ms. Rosemary Waters
Mr. Dennis Wong
Mr. Ahmed Zouari

6. The Secretary of the Joint Appeals Board is Mr. Jacob Enoch. He may be contacted at extension 3-3958, room FF-302.

7. The present circular supersedes information circulars ST/IC/1995/78 and ST/IC/1995/78/Add 1.

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[*] The list does not include names of those who were active staff at the time of the election but have since retired from service.

United Nations ST/IC/2000/48

Secretariat

12 July 2000

English only

Information circular*

To: Members of the staff at Headquarters

From: The Assistant Secretary-General for Human Resources Management

Subject: **After-School Recreation and Study Programme for United Nations children****

1. The After-School Recreation and Study Programme is open to 5 to 11-year-old children whose parents work at the United Nations. Conducted under the auspices of an independent Board of Trustees, the Programme offers arts and crafts, athletic activities, dance and creative movement, games and homework under the supervision of qualified staff.

2. Begun over 30 years ago to assist working parents who were not in a position to provide after-school care for their young children, the Programme enjoys limited subsidies which make it possible to open it up to parents at the cost of $500 per child per semester. This fee represents only a part of the actual cost per child incurred by the Programme. Special family circumstances will be taken into consideration for those families with a net joint income below $30,000. Depending upon the demand, further criteria may be established by the Board of Trustees.

3. The autumn 2000 semester will run from Monday to Friday, beginning Monday, 11 September 2000, from 3.15 p.m. to 6.15 p.m. Transportation will be provided from the United Nations International School building at 25th Street to the Secretariat building, 42nd Street and First Avenue entrance. Other arrangements will have to be made on an individual basis for children coming from other schools.

4. Interested parents are invited to complete the attached application form and return it no later than 31 August 2000 to room DC2-839.

5. Staff members are encouraged to enrol their children between the ages of 5 and 11 years in the Programme, in accordance with information circular ST/IC/86/21 of 2 April 1986. It is assumed that parents who do not choose to enrol their children are making other arrangements. If staff members require that their children meet them and remain for any length of time within any of the Secretariat buildings, the

* Expiration date of the present information circular: 31 January 2001.

** *Personnel Manual* index No. 13000.

00-53242 (E) 180700

Administration suggests that parents ensure that their children respect the working areas of other staff and maintain the proper decorum.

6. For further information, please call extension 3-8730.

7. *Note new premises*: Dag Hammarskjöld Library, lower level, room SA-B-52.

Application for the After-School Recreation and Study Programme for United Nations children

Autumn semester 2000

Renewal _____

New application _____

Instructions: Please answer all questions. Write NONE when applicable. Incomplete applications will not be accepted.

Child's name _____

Birth date _____ Sex _____ Grade _____

School currently attending _____ Location _____

Previously enrolled in After-School Recreation and Study Programme? Yes/No

Name of parent or guardian _____ Room _____ Ext. _____

Home address _____ Tel. _____

Grade and step _____ Education grant: Yes/No Nationality _____

Name of spouse _____

Does your spouse work in the United Nations or a specialized agency? Yes/No

If yes, please give grade and step _____ Education grant: Yes/No

Room _____ Ext. _____

If not, please give spouse's (a) Occupation _____

(b) Employer _____ Address _____ Tel. _____

Information on other dependent children:

	Child's name	*Sex*	*Birth date*	*School*	*Location of school*
1.	_____	___	_____	_____	_____
2.	_____	___	_____	_____	_____
3.	_____	___	_____	_____	_____

While the Programme, to the extent of its capability, is open to all United Nations parents, it is a subsidized programme established essentially for those working parents who are not in a position to provide after-school care for their young children. Therefore, all parents are expected to pay for each child $500 per semester, which represents only part of the actual cost per child incurred by the Programme. Special family circumstances will, however, be taken into consideration for those families with a net joint income below $30,000.

How many persons does your family salary provide for? _____

Is your net family income* above $30,000? Yes/No

You may be asked to provide supporting information at a later date.

Certification

I certify that the above information is correct and complete to the best of my knowledge and belief.

Date _____ Signature _____

Payment made to ASRSP is attached. This fee is non-refundable unless the Programme is discontinued. **There will be a late fee of $50**.

The hours are from 3.15 p.m. to 6.15 p.m. Any early arrival must be supervised by the accompanying adult until 3.15 p.m. The Programme cannot assume responsibility for any child brought to the premises prior to the scheduled opening time. Children must be picked up at the latest at 6.15 p.m. Children will be asked to leave the Programme if parents fail to pick them up on time on two occasions. In such an event, there will be no refund of the fee.

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* Net income is defined as salaries and post adjustment, as well as education grant, dependency, housing and any other allowances, minus United Nations staff assessment and United Nations pension contribution

United Nations ST/IC/2000/49

Secretariat

17 July 2000

Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: **Placement and promotion list for staff in the Professional category and above**

1. The purpose of the present information circular is to inform staff members of recommendations made by the appointment and promotion bodies that have been approved by the Secretary-General in respect of placements and promotions.

2. This list, which includes staff in the Professional category and above, is issued monthly to enhance transparency and to enable the staff to perceive improvements in gender balance throughout the Secretariat.

3. In order to ensure equitable treatment in promoting staff members, implementation will continue under the terms of instruction ST/AI/1999/8 on placement and promotion, i.e., effective the first day of the month following approval by the Secretary-General, subject to the availability of the post and the assumption of the higher-level functions.

4. The attached list includes placements and promotions approved in June 2000.

* Expiration date of the present information circular: 31 December 2000.

00-53670 (E) 240700

Annex

Placement and promotion
1 to 30 June 2000

Name	*Gender*	*Releasing Dept/ Office*	*Receiving Dept/ Office*	*Post level*	*Vacancy number*
Promotion					
Guerras Delgado, Immaculada	F	OCHA	OHCHR	P-3	00-L-CHR-516-GE
Henriquez-Tapia, Abel	M	UNOG	UNOG	P-3	*
Hoedl, Helene**	F	DPI	DPI	P-3	00-I-DPI-000994-I-NY
McCafferty, Eileen	F	UNOV	UNOV	P-3	99-A-UNV-612-VI
Paniagua, Maria	F	DPI	DPI	P-3	00-B-DPI-000907-I-NY
Ramos, Margarita	F	DM/OPPBA	DM/OPPBA	P-3	99-F-DOM-000682-I-NY
Sitorus, Bismark	M	UNCTAD	UNCTAD	P-3	00-E-TAD-511-GE
Al-Sawah, Fawaz**	M	DGAACS	DGAACS	P-4	00-T-DGA-001000-I-NY
Arias, Ana Maria**	F	DGAACS	DGAACS	P-4	00-T-DGA-000927-I-NY
Cai, Lijian**	M	DGAACS	DGAACS	P-4	00-T-DGA-000819-I-NY
Chachine, Alexandre	M	ECE	ECE	P-4	*
Chrast, Radovan	M	ECE	ECE	P-4	*
Ezana, Alex	M	UNOG	UNOG	P-4	00-T-UNG-502-GE
Gill, Miharu	F	UNJSPF	UNJSPF	P-4	99-X-JSP-000807-E-NY
Grant, Adele**	F	DM/OHRM	DM/OHRM	P-4	00-L-DOM-000871-I-NY
Hayden, Ingrid	F	DPKO	DPKO	P-4	99-P-DPK-000532-I-NY
Jakobowicz, Jean-Michel	M	ECE	ECE	P-4	*
Jones, Kathryn	F	DPA	DPA	P-4	99-P-DPA-000809-I-NY
Mokonyana, Susan	F	ECA	ECA	P-4	97-A-ECA-164-AA
Shiotani, Kyoko	F	DPKO	DPKO	P-4	99-P-DPK-000532-I-NY
Sophocleous, Polinikis***	M	DM/OPPBA	DM/OPPBA	P-4	99-F-OPB-119-NY
Sow, Amadou	M	UNOG	UNOG	P-4	00-T-UNG-502-GE
Teter, Andrea Jeanne	F	UNOV	UNOV	P-4	99-T-UNV-613-VI
Verheul, Adriaan	M	DPKO	DPKO	P-4	99-P-DPK-000532-I-NY
Xiao, Kelan**	F	DGAACS	DGAACS	P-4	99-T-DGA-286-I-NY
Xu, Gaojing**	M	DGAACS	DGAACS	P-4	00-T-DGA-000819-I-NY
Gordon, Kathryn	F	DPI	DPI	P-5	99-I-DPI-000550-E-NY
Hamdan, Yousef	M	DPI	DPI	P-5	*
Hussein, Ahmed Mohamad	M	ESCWA	ESCWA	P-5	99-M-ECW-020-BE
Manlove, Richard	M	DM	DM	P-5	00-A-DOM-000896-E-NY
Skoulkov, Oleg	M	UNOG	UNOG	P-5	00-T-UNG-00X200-I-GE
Thomson, Ian	M	ECLAC	ECLAC	P-5	99-E-ECL-00X183-E-SC
Austin, Paulette****	F	DM/OCSS	ESCWA	D-1	99-E-ECW-00X179-E-BE
Celik, Aliye**	F	UNCHS	DESA	D-1	99-S-ESA-000707-E-NY
Kapitsa, Larissa	F	DESA	ECE	D-1	99-E-ECE-00X193-E-GE
Mortimer, Edward	M	EOSG	EOSG	D-2	*****

Name	*Gender*	*Releasing Dept / Office*	*Receiving Dept / Office*	*Post level*	*Vacancy number*
Placement					
Biggs, David	M	DDA	DPA	P-3	00-P-DPA-000837-I-NY
Faraone, Paula	F	DGAACS	UNOG	P-3	00-T-UNG-515-GE

* The vacancy announcement was waived in accordance with the provisions of administrative instruction ST/AI/1999/8.

** The Secretary-General approved a list of alternate candidates proposed by the Department in accordance with the provisions outlined in administrative instruction ST/AI/1999/8. Should the selected candidate decline or fail to take up the functions for which he or she has been selected within two months or vacate the post for any reason within six months of the Secretary-General's decision, another candidate from the shortlist may be selected by the Secretary-General on the recommendation of the head of department.

*** The Secretary-General approved the promotion of the staff member in September 1999.

**** The Secretary-General approved the promotion of the staff member in May 2000.

***** The Secretary-General approved the promotion in accordance with General Assembly resolution 51/226.

United Nations ST/IC/2000/50

Secretariat

17 July 2000

Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: **Placement and promotion list for staff in the General Service and related categories**

1. The purpose of the present information circular is to inform staff members of recommendations made by the Appointment and Promotion Panel that have been approved by the Secretary-General in respect of placements and promotions.

2. This list, which includes staff in the General Service and related categories, is issued monthly to enhance transparency within the Secretariat.

3. In order to ensure equitable treatment in promoting staff members, implementation will continue under the terms of administrative instruction ST/AI/1999/8 on placement and promotion, i.e., effective the first day of the month following approval by the Secretary-General, subject to the availability of the post and the assumption of the higher-level functions.

4. The attached list includes placements and promotions approved in June 2000.

* Expiration date of the present information circular: 31 December 2000.

00-53668 (E) 240700

Annex

Placement and Promotion
1 to 30 June 2000

Name	*Gender*	*Releasing Dept./ Office*	*Receiving Dept./ Office*	*Post level*	*Vacancy number*
Promotion					
Dee, Angelita	F	DM/OPPBA	DM/OPPBA	G-5	99-G-OPB-596-G5
Dumalag, Guillerma	F	DESA	DESA	G-5	*
Gray, Pamela	F	DM/OCSS	DM/OCSS	G-5	00-G-OCS-998-G5
Nila, Khin**	F	DM/OCSS	DM/OCSS	G-5	99-G-OCS-562-G5
O'Donnell, Nancy	F	DM	DM	G-5	*
Olvida, Maria Theresa	F	DESA	DESA	G-5	*
Wray, Simone	F	UNOIP	UNOIP	G-5	00-G-OIP-873-G5
Babor, Antonio	M	OIOS	OIOS	G-6	00-G-OIO-839-G6
Chung, Rita Chan Fong Lin	F	DESA	DESA	G-6	*
Diaz, Amanda	F	DPI	DPI	G-6	00-G-DPI-962-G6
Marzetti, Geraldine	F	DM	DM	G-6	*
Rodriguez, Elvia	F	DM/OCSS	DM/OCSS	G-6	00-G-OCS-834-G6
Tang, Nianhong	F	DM/OHRM	DM/OHRM	G-6	*
Togwe, Abigail	F	DM	DM	G-6	*
Stein, Robert	M	DM/OCSS	DM/OCSS	G-7	00-G-OCS-1017-G7

* The vacancy announcement was waived in accordance with the provisions of administrative instruction ST/AI/1999/8.

** The Secretary-General approved a list of alternate candidates proposed by the Department in accordance with the provisions outlined in administrative instruction ST/AI/1999/8. Should the selected candidate decline or fail to take up the functions for which he or she has been selected within two months or vacate the post for any reason within six months of the Secretary-General's decision, another candidate from the shortlist may be selected by the Secretary-General on the recommendation of the head of department.

United Nations ST/IC/2000/51

Secretariat

20 July 2000

Information circular*

To: Members of the staff at Headquarters

From: The Assistant Secretary-General for Central Support Services

Subject: **Closure of United Nations Headquarters to the public**

1. The purpose of the present circular is to advise staff members of forthcoming dates in August and September when United Nations Headquarters will be closed to the public.

2. The General Assembly, Secretariat and Conference Buildings will be closed to the public from 1 p.m. on Monday, 28 August, through 6 p.m. on Friday, 8 September 2000. The last guided tour will be scheduled not later than 1 p.m. on Monday, 28 August. After its conclusion, only pre-reserved guided tours will be conducted through Friday, 1 September. Guided tours will resume on Sunday, 17 September.

3. Large numbers of conference participants are anticipated at United Nations Headquarters from Monday, 28 August to Friday, 1 September. Primarily for safety reasons, when the conference facility is filled to capacity, it will be necessary to request staff members to cooperate with the security measures adopted for this period.

4. The Delegates' Dining Room will not be available for luncheon on Tuesday, 29 August.

5. All vehicles entering the premises from Monday, 28 August, through Friday, 8 September will be subject to search.

6. A separate information circular will be issued detailing the special arrangements envisaged for the Millennium Summit from 6 to 8 September.

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* Expiration date of the present circular: 22 September 2000.

00-54514 (E) 010800

United Nations ST/IC/2000/52

Secretariat

3 August 2000

Information circular*

To: Members of the staff

From: The Under-Secretary-General for Management

Subject: **Rates of reimbursement for travel by private motor vehicle****

1. Pursuant to section 7 of administrative instruction ST/AI/1998/2 on reimbursement for travel by private motor vehicle, the purpose of the present circular is to inform the staff of the schedule of rates applicable to different groups of countries and territories for travel by private motor vehicle, effective 1 July 2000 (see annex).

2. The present circular supersedes information circular ST/IC/2000/20 of 4 April 2000.

* The present circular will be in effect until further notice.

** *Personnel Manual* index No. 7111.

00-59071 (E) 090800

Annex

Rates of reimbursement for travel by private motor vehicle

Rate group I: 13 cents per mile or 8 cents per kilometre

All countries other than those listed in groups II, III, IV or V below.

Rate group II: 16 cents per mile or 10 cents per kilometre

Angola*
Anguilla
Azerbaijan
Bahamas
Bangladesh
Belize
Bermuda
Bolivia
Bosnia and Herzegovina
Brazil
Brunei Darussalam
Burkina Faso
Cambodia
Cape Verde
Comoros*
Congo
Cook Islands
Costa Rica
Dominican Republic
Ethiopia
Fiji
Guatemala
Guinea
Guyana
Haiti
Israel
Jordan
Kazakhstan
Kyrgyzstan
Madagascar
Malaysia
Maldives
Malawi*
Mozambique*
Nauru
Nepal
Netherlands Antilles
Oman
Pakistan
Philippines
Republic of Korea
Republic of Moldova
Russian Federation
Samoa
Slovakia*
Sri Lanka*
Syrian Arab Republic
Togo
Tonga
Trinidad and Tobago
United Arab Emirates
Viet Nam
Zambia

Rate group III: 20 cents per mile or 12.4 cents per kilometre

Antigua and Barbuda
Australia
Barbados
Bhutan
British Virgin Islands
Canada
Cameroon
Cayman Islands
Central African Republic
Chad
Djibouti
El Salvador
Gambia*
India
Kenya
Kiribati
Kuwait
Lao People's Democratic Republic
Liberia*
Macau
Mauritius
Mexico
Mongolia
Montserrat
Morocco
New Caledonia
Niger
Niue
Panama
Saint Kitts and Nevis
Saint Lucia
Saint Vincent and the Grenadines
Senegal
Sierra Leone
Singapore
Tunisia
United States of America
Vanuatu

Europe: All countries in Europe except those listed in groups II, IV or V.

* Indicates a change in the grouping.

Rate group IV: 23 cents per mile or 14.3 cents per kilometre

Armenia
Belgium
Chile*
Croatia
Democratic People's Republic of Korea
Dominica
Equatorial Guinea
Germany
Greece
Grenada
Latvia
Lithuania
Mali
Malta
Mauritania
Nicaragua
Peru
Seychelles
Slovenia
Spain
United Republic of Tanzania
West Bank and Gaza Strip

Rate group V: 28 cents per mile or 17.5 cents per kilometre

Argentina
Austria
Belarus
Côte d'Ivoire*
Cuba
Denmark
Finland
France
Hong Kong, China
Iceland
Ireland
Italy
Jamaica
Japan
Netherlands
Norway
Portugal
Sweden
Switzerland
United Kingdom of Great Britain and Northern Ireland
Uruguay

* Indicates a change in the grouping.